Section 12.2 FUNCTIONS MENU
Earnings History
All Information Tab

Purpose	This section provides the procedures for a user to inquire on an employee's compensation, hours, Gross Pay Adjustments (GPAs) and deductions from January 1996 to March 29, 2001 by using the **All Info** tab.
Tab	All Info
Reminders	**1.** The All Info (all information) tab is accessed through the Functions, Earnings History items on the Menu bar.

2. Users can choose to view information in detail or summary form from the Selection Criteria window. When the summary option is chosen, the titles of the individual windows will change to include summary (i.e., Compensation window becomes Summary Compensation window).

3. The All Info tab consists of the following windows:

- **General Information** - Displays general information regarding the selected employee(s) such as: Department, Agency, TKU, Pay Step, Base Rate and Voluntary Work Schedule Adjustment Plan Code/Hours.

- **Compensation Window** - Displays information on gross pay, net pay, tax related information and other general information.

- **Hours Window** - Displays all hours information with rate and amount.

- **GPAs Window** - Displays all gross pay adjustments.

- **Deductions Window** - Displays all employee share and state share deductions.
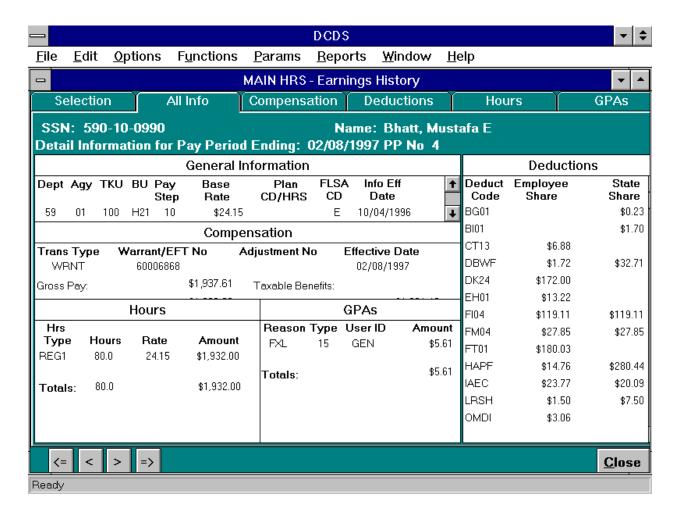
References	*No specific references.*

Issue Date: **March 26, 2001**

MAIN HRS

Page: **12.2-2**

Earnings History

DCDS *Procedures Manual*

Section 12.2 - ***All Information Tab***

All Info Tab

The following window is displayed when the selection criteria information has been entered and the All Info tab is selected. The fields displayed are described on the following page.

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┌──────────────────────────────────────────── DCDS ──────────────────────────────┐
  File   Edit   Options   Functions   Params   Reports   Window   Help
├────────────────────── MAIN HRS - Earnings History ─────────────────────────────┤
│  Selection  │  All Info  │  Compensation  │  Deductions  │  Hours  │  GPAs  │
```

SSN: 590-10-0990   **Name: Bhatt, Mustafa E**

Detail Information for Pay Period Ending: 02/08/1997 PP No 4

General Information

Dept	Agy	TKU	BU	Pay Step	Base Rate	Plan CD/HRS	FLSA CD	Info Eff Date
59	01	100	H21	10	$24.15		E	10/04/1996

Compensation

Trans Type	Warrant/EFT No	Adjustment No	Effective Date
WRNT	60006868		02/08/1997

Gross Pay: $1,937.61   Taxable Benefits:

Hours

Hrs Type	Hours	Rate	Amount
REG1	80.0	24.15	$1,932.00
Totals:	80.0		$1,932.00

GPAs

Reason	Type	User ID	Amount
FXL	15	GEN	$5.61
Totals:			$5.61

Deductions

Deduct Code	Employee Share	State Share
BG01		$0.23
BI01		$1.70
CT13	$6.88	
DBWF	$1.72	$32.71
DK24	$172.00	
EH01	$13.22	
FI04	$119.11	$119.11
FM04	$27.85	$27.85
FT01	$180.03	
HAPF	$14.76	$280.44
IAEC	$23.77	$20.09
LRSH	$1.50	$7.50
OMDI	$3.06	

`[<=] [<] [>] [=>]`   `Close`

Ready

All Info Tab (General Information)

The following information is displayed:

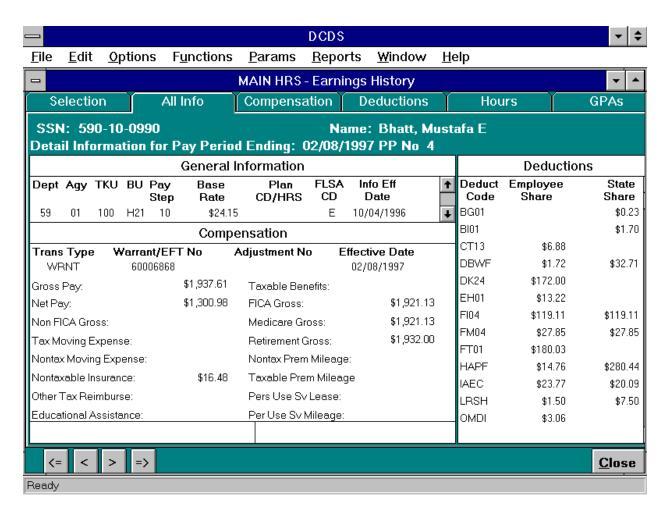| Field Name	Description
Dept	Department the individual was employed in for the period displayed. **Note:** When the information is displayed in summary, and the employee was employed in more than one department/agency, all numbers will display.
Agy	Agency the individual was employed in for the period displayed.
TKU	Timekeeping Unit the employee was assigned for the period displayed.
BU	Bargaining unit code assigned to the employee's class (consists of union code and unit code).
Pay Step	Step (typically 1-10) within a pay range the employee was paid.
Base Rate	Employee's base rate within the pay range (does not include shift differentials).
Plan CD/HRS	Indicates if employee participated in the Voluntary Work Schedule Adjustment Program. Includes plan code and plan hours.
FLSA	Employee's Fair Labor Standards Act overtime pay eligibility code.
Info Eff Date	Reflects the end of the pay period when data in the General Information window was last changed.

All Info Tab (Compensation)

To display all compensation information click anywhere on the Compensation window and the following will be displayed. This hides the Hours and GPAs windows. To view these windows again, click in the Compensation window once more. The fields displayed are described on the following page.

DCDS						
File	**Edit**	**Options**	**Functions**	**Params**	**Reports**	**Window** **Help**

MAIN HRS - Earnings History

Selection	All Info	Compensation	Deductions	Hours	GPAs

SSN: 590-10-0990   **Name: Bhatt, Mustafa E**
Detail Information for Pay Period Ending: 02/08/1997 PP No 4

General Information

Dept	Agy	TKU	BU	Pay Step	Base Rate	Plan CD/HRS	FLSA CD	Info Eff Date
59	01	100	H21	10	$24.15		E	10/04/1996

Compensation

Trans Type	Warrant/EFT No	Adjustment No	Effective Date
WRNT	60006868		02/08/1997

Gross Pay:	$1,937.61	Taxable Benefits:	
Net Pay:	$1,300.98	FICA Gross:	$1,921.13
Non FICA Gross:		Medicare Gross:	$1,921.13
Tax Moving Expense:		Retirement Gross:	$1,932.00
Nontax Moving Expense:		Nontax Prem Mileage:	
Nontaxable Insurance:	$16.48	Taxable Prem Mileage	
Other Tax Reimburse:		Pers Use Sv Lease:	
Educational Assistance:		Per Use Sv Mileage:	

Deductions

Deduct Code	Employee Share	State Share
BG01		$0.23
BI01		$1.70
CT13	$6.88	
DBWF	$1.72	$32.71
DK24	$172.00	
EH01	$13.22	
FI04	$119.11	$119.11
FM04	$27.85	$27.85
FT01	$180.03	
HAPF	$14.76	$280.44
IAEC	$23.77	$20.09
LRSH	$1.50	$7.50
OMDI	$3.06	

<=	<	>	=>		**Close**

Ready

All Info Tab (Compensation)

The following information is displayed:

Field Name	Description
Trans Type	Employee's biweekly on-line payroll or adjustment transaction type.
Warrant/EFT No	Employee's warrant number or electronic fund transfer (EFT) number. **Note:** Document No. replaces the Warrant/EFT No field when the Trans Type is not WRNT. The Document No is the number of the adjustment transaction.
Adjustment No	System generated unique identifier to reflect if more than one payroll adjustment was processed.
Effective Date	Date the adjustment transaction occurred. If no adjustment occurred, the pay period ending date is displayed.
Gross Pay	Employee's total of all wages prior to deductions.
Taxable Benefits	Total dollar amount of the benefits received by the employee during the pay period that are taxable.
Net Pay	Employee's net pay (gross pay minus deductions).
FICA Gross	The gross amount for a pay period that is to be taken into account for the Federal Insurance Contributions Act (FICA) calculation.
Non FICA Gross	Gross wages not subject to FICA.
Medicare Gross	Gross income for the pay period that is to be taken into account for Medicare calculation.

All Info Tab (Compensation)

Field Name	Description
Tax Moving Expense	Amount reimbursed for a move that is taxable.
Retirement Gross	Gross income for the pay period that is to be taken into account for retirement calculation.
Nontax Moving Expense	Amount reimbursed for a move that is non-taxable.
Nontax Prem Mileage	Portion of premium mileage reimbursement that is non-taxable.
Nontaxable Insurance	The total amount of nontaxable insurance for the pay period.
Taxable Prem Mileage	Portion of premium mileage reimbursement that is taxable.
Other Tax Reimburse	Amount of taxable reimbursements other than meals and mileage.
Pers Use SV Lease	Value of an employee's personal use of a state vehicle calculated using the lease value method.
Educational Assistance	Amount reimbursed for non-work-related education.
Pers Use SV Mileage	Value of personal use of a state vehicle calculated using the cents-per-mile method.

All Info Tab (Hours)

The following is displayed:

Field Name	Description
Hrs Type	Type of hours an employee reported.
Hours	Number of hours reported for each hours type.
Rate	Employee's rate of pay. **Note:** The rate that displays for pay periods that have hours recorded in the old and new fiscal years (i.e., Split Pay) is a composite of the rate between the old and new year. The computation is based on the number of hours worked for each "Hours" type in each fiscal year. The actual new fiscal year pay rate appears as the Base Rate in the General Information portion on the "All Info" tab.
Amount	Employee's earnings amount by hours type.
Totals	Employee's hours and amount totals.

All Info Tab (GPAs and Deductions)

Field Name	Description
Reason	Gross pay adjustment reason code selected from a predetermined list of reasons.
Type	Adjustment payment code indicates what area of pay is being adjusted. It also identifies how the payment is to be taxed in relation to the employees regular gross wages; the impact on retirement, FICA, Medicare and Deferred Compensation gross; what crosswalk applies and special payment number (if any).
User ID	Initials of the employee that made the adjustment. If the adjustment was system generated, GEN will display. If the adjustment was from a DCDS Data Collection Adjustment, DCP (Data Collection Positive) or DCN (Data Collection Negative) will display.
Amount	Employee's gross pay adjustment amount.
Totals	Employee's gross pay adjustment total amount.
Deductions Window	
Deduct Code	Type of deduction and coverage.
Employee Share	Employee share amount for each deduction.
State Share	State share amount for each deduction.
Totals	Totals for both Employee share amounts and State share amounts.